



# State of Nevada – Department Of Personnel

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## CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HIGHWAY CONSTRUCTION AID	20	H	9.137

### DEFINITION OF THE CLASS:

Under immediate supervision, performs unskilled tasks associated with highway maintenance, construction, testing labs and equipment shops; and performs related work as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

On a highway maintenance crew, performs traffic control tasks during roadway maintenance by setting up and removing traffic control devices, acting as flagger and operating a pilot vehicle; picks up debris and empties litter barrels; controls vegetation near highways, bridges, fences, signs and buildings by removing weeds and mowing turf; and assists the maintenance crews during routine maintenance tasks such as fence, sign and guardrail repair and minor surface patching using common hand and powered tools.

On a highway construction project, prepares and sets survey stakes, chains, rods or serves as a flagger on a survey crew; assists inspectors with minor inspection duties such as constructing fence, drainage structures, or weighing trucks; assists field tester performing sieve analysis, compaction tests or any other tests required in a field lab; assists office personnel with required documentation for a construction project; and may perform related miscellaneous duties required to successfully complete a construction contract.

In a testing laboratory, assists the testing staff in conducting material tests that must meet highway construction and maintenance specifications; investigating borrow and gravel sources; performing soil surveys; preparing records and reports and maintaining related tools and equipment.

In an equipment shop setting, cleans the shop area by sweeping, mopping and picking up debris; assisting mechanics by cleaning parts; assisting stockroom personnel by picking up parts from local vendors and organizing stock; and assisting Garage Service Worker by cleaning vehicles.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Basic knowledge of methods, equipment and materials associated with routine highway maintenance and construction tasks.

Ability to perform a wide variety of tasks associated with highway maintenance and construction. Ability to secure a driver's license. Ability to prepare simple records and reports.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to follow and understand simple verbal and written instructions. Ability to establish effective working relationships with other employees. Ability to perform heavy manual labor. Ability to use common hand tools.

**EDUCATION AND/OR WORK EXPERIENCE:**

Courses at the high school level and/or work experience that provided the applicant with the ability to read and write, follow simple verbal or written instructions, and operate common tools and equipment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>9.137</u>
REVISED:	1/1/61
REVISED:	10/5/70
REVISED:	7/1/91P
	11/29/90PC